

**Town of Embden**  
**Local Emergency Management Director(s)**  
*Job Description*

**Nature of work:** Plans, organizes and directs the Emergency Management programs for the Town of Embden; acts as the representative(s) on all Emergency Management matters; and coordinates activities of other local agencies having Emergency Management responsibilities.

**Supervision Received:** This is an appointed position for a term of 1 year and until a successor is appointed. Work is performed under the direction of the Selectmen and often times alongside the co-director.

**Essential Duties and Responsibilities:**

- Directs the planning, organizing and carrying out of local Emergency Management activities, conferring as necessary with the County and State Emergency Management Agencies and with neighboring local Emergency Management agencies to assure that its activities are an integral and coordinated part of the Overall County, State, and National programs.
- Keeps the Selectmen fully informed on all Emergency Management matters and acts as the representative in dealing with other governmental and private organizations concerned with Emergency Management.
- Establishes, maintains, and runs an Emergency Operations Center when need arises.
- Attends Emergency Management training courses and workshops.
- Secures and maintains information regarding facilities and resources of the local jurisdiction and of neighboring mutual aid jurisdictions for use in emergency situations.
- Attends Local EMA Director's Meetings sponsored by the County EMA, and provides the County EMA with reports and/or local information.
- Attends and provides a report at the regular scheduled Selectmen's meetings bi-monthly (*every two months minimum in the absence of the Co-Director*).
- Communicates with other Municipal employees (i.e. Road Commissioner, etc.) at all stages of an emergency and completes documentation necessary to attain FEMA reimbursement funding.

**Requirements of Work:**

- Knowledge of the structure, functions, and interrelationships of State and local governments.
- Knowledge of the methods of organization, planning, management, and supervision.
- Knowledge of the background and objectives of the Federal, State, County, and Local Emergency Management programs.
- Ability to deal effectively with State, County, and other local government officials.
- Ability to evaluate situations and exercise good judgment in making decisions.

**Training and Experience Required:** High School Diploma or GED. *NIMS-ICS Minimum Training; IS 800, IS 700, ICS 100, ICS 200.* A commitment to continuing education and training is crucial to the director's effective management of the community's EMA program.

**Necessary Special Requirements:**

- Must have a valid State of Maine Class C Motor Vehicle Operator's License and a vehicle available for job use.

*The Town of Embden considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.*